



OPEN – EXAMINATION BULLETIN  
CONSULTANT IN OCCUPATIONAL THERAPY FOR  
PHYSICALLY HANDICAPPED CHILDREN

CONTINUOUS TESTING

CALIFORNIA STATE GOVERNMENT SUPPORTS EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, GENDER, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.	
WHO SHOULD APPLY	Persons who meet the minimum qualifications (entrance requirements) as stated. Applications will NOT be accepted on a promotional basis.
HOW TO APPLY	This is an open examination. To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available and may be filed in person or by mail with: <div><div>DEPARTMENT OF HEALTH SERVICES 714 P STREET, ROOM 850 P O BOX 942732 SACRAMENTO, CA 94234-7320</div><div>(916) 657-1423 TDD (916) 657-3042</div></div>
DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD	
SPECIAL TESTING INFORMATION	If you have a disability and need special arrangements, mark the appropriate box in Section 2 of the application Form STD. 678. You will be contacted to make specific arrangements.
FILING DEADLINE	There is no final filing date. Filing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.
SALARY RANGES	\$3803-\$4993 per month
IDENTIFICATION REQUIREMENT	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
POSITION DESCRIPTION	A Consultant in Occupational Therapy for Physically Handicapped Children, under general direction, in the State Department of Health Services, provides consultant services in Medical Therapy Program operation and specialized consultant services in the field of occupational therapy to the local health department and related agencies in planning, organizing, and direction occupation therapy programs for physically handicapped children; assists in the development of policies pertaining to the Medical Therapy Program; monitors the Medical Therapy Program in the counties within their respective regions; acts as a regional liaison to the State Department of Special Education; and does other elated work.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>Positions exit Sacramento Region, San Francisco Region and Southern California Region.</p> <p><b>IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE <u>READ, UNDERSTOOD, AND POSSESS</u> THE BASIC QUALIFICATIONS REQUIRED.</b></p> <p>NOTE: Applications/resumes <b>MUST</b> contain the following information: “to” and “from” dates (month/day/year), time base, civil service class title(s), (and range, if applicable). College course information <b>MUST</b> include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). <b>Applications/resumes received without this information will be rejected.</b></p>
MINIMUM QUALIFICATIONS	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, “or” III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination as meeting 100 percent of the overall experience requirement.</p> <p>Registration with the National Registry of the American Occupational Therapy Association, or eligibility for such registration. (Certification from the American Occupational Therapy Board, Inc. (AOTOB) will fulfill the requirement.)</p> <p>and</p> <p>Experience: Four years of experience in therapy work with physically handicapped children in a public health agency, at least one year of which must have been under the direct supervision of a qualified occupational therapist and two years of which must have been in the field of cerebral palsy.</p> <p>and</p> <p>Education: Graduation from a college or university with major work in an approved program of occupational therapy.</p>
EXAMINATION INFORMATION	<p>A candidate may be tested only once during any testing period. The testing period for this examination are January 1 through June 30 and July 1 through December 31.</p> <p>This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained.</p>

THIS BULLETIN CANCELS AND SUPERSEDES THE BULLETIN ISSUED MARCH 6, 1998

SCOPE

In addition to evaluating the candidates relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:

- KNOWLEDGE OF:
- 1. Principles and methods of providing occupational therapy services for physically handicapped children.
  - 2. Etiology, pathology, neuromuscular, neuroanatomical manifestation of physically handicapped conditions of children.
  - 3. Physical, psychological and sociological problems of handicapped children and their families.
  - 4. Normal and abnormal growth and development of children.
  - 5. Objectives of occupational therapy in the treatment of physically handicapped children.
  - 6. Methods, equipment, techniques, and procedures used in teaching handicapped children the fundamentals of self-care, mobility, and other suitable activities.
  - 7. Knowledge of the California Children Services Medical Therapy Program.
  - 8. Principles of supervision.

- ABILITY TO:
- 1. Explain therapy to children, professional, parents, and other lay persons.
  - 2. Address groups of people and conduct meetings.
  - 3. Analyze situations accurately and adopt an effective course of action.
  - 4. Communicate well with physicians, educators, and others associated with the treatment of physically handicapped children.

ELIGIBLE LIST INFORMATION

Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires **24** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE

Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.

GENERAL INFORMATION

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the date scheduled due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at the State Personnel Board offices local offices of the Employment Development Department, the Department noted on this announcement and through the internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on this announcement, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all successful candidates will be ranked according to their scores.

The Department of Health Service reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this announcement.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this announcement, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of candidate's recognition of own training needs, plans for self-development, and the progress made in efforts toward self-development.

**Veterans' Preference:** California law allows granting of veterans' preference points in open entrance examinations and open nonpromotional examinations. Credit in open examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: five (5) points for veterans, and 10 points for disabled veterans. Directions for applying for veterans preference points are on the Veteran Preference Application Form 1093 which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions if Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

The California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
MCI From TDD: 1-800-735-2929 MCI From Voice Telephone: 1-800-735-2922  
Sprint From TDD: 1-888-877-5378 Sprint From Voice Telephone: 1-888-877-5379